

KEITH W RHEAULT
Superintendent of Public Instruction

GLORIA P. DOPF
Deputy Superintendent
Instructional, Research and Evaluative
Services

DOUGLAS C. THUNDER
Deputy Superintendent
Administrative and Fiscal Services

STATE OF NEVADA



DEPARTMENT OF EDUCATION
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200 • Fax: (775) 687 - 9101

SOUTHERN NEVADA OFFICE
1820 E. Sahara, Suite 205
Las Vegas, Nevada 89104-3746
(702) 486-6455
Fax: (702) 486-6450

MOODY STREET OFFICE
1749 Moody Street, Suite 40
Carson City, Nevada 89706-2543

September 23, 2005

MEMORANDUM

RCCI 2006-12

To: All NSLP Sponsors

From: Pat Cook and Katherine Stewart, RD, CPFM
Office of Child Nutrition and School Health
Nutrition Education Program Consultants

RE: Verification of Applications for Free and Reduced Price Meal Benefits

On September 11, 2003, the Food and Nutrition Service (FNS) published a rule requiring the reporting of the results of verification of applications for free and reduced price meal benefits in School Food Authorities (SFAs).

Last year you received a compact disc that contained both a MS Access application and an Excel workbook to be utilized for verification results reporting. SFAs who verify twenty-five or fewer applications may opt to use either the MS Access application or the Excel workbook. **All Residential Child Care Institutions (RCCI's) meet this definition.** The Excel workbook does not have any edit checks, thus allowing for errors that could cause rejection of your report. Additionally, the MS Access application allows electronic submission of the reporting data. For those who no longer have this disc, please contact your state agency for electronic versions of the program.

School Food Authority Optional Verification Software: The MS Access application which may be used by SFAs on an elective basis to compile the information on verification outcomes into a file which can be imported by the State Agency software. The files also contain a Users Guide to the SFA application software, which includes installation instructions, and a Data Dictionary which defines the data elements in the application.

School Food Authority Optional Verification Workbook: This file contains an MS Excel workbook which is an alternative to the MS Access application for SFAs which verify twenty-five or fewer applications per year. The workbook can be used to compile the summary report data and print a report. However, it does not apply the data edits which are built into the Access software to prevent reporting of inconsistent data.

RCCI's complete the document as follows:

- | | |
|------------------------------|---|
| ✓ Leave the SFA ID#... | Column A only: |
| ✓ SFA Name: ... | Blank |
| ✓ Type of SFA: ... | Sponsor Name |
| ✓ School Year... | Choose Public or Private (non-profit) |
| ✓ 1. Type of App.... | 2005 2006 |
| ✓ 2. Number of Schools... | All RCCI's are households of one |
| ✓ 3. Number of Enrolled... | Enter the number of sites you operate on NSLP |
| ✓ 4. Total Free Eligible... | Enter your enrollment number for October 31, 2005 |
| ✓ 4-1. # approved... | Enter the total from line 3 |
| ✓ 6. Type of Verification... | Enter the total from line 3 |
| ✓ STOP HERE | All applications |

This report must be submitted to the Office of Child Nutrition and School Health by Monday, November 28, 2005.

If you have any questions, please contact Pat Cook at 775-687-7282 or Kathy Stewart at 775-687-7289.